

Attachment No. 1 to Policy Memorandum No. 5 - FY 2007

Information Technology Professional Development Committee

- I. The Information Technology Professional Development Committee (ITPDC) is chartered by the State Personnel Board (SPB) as an advisory group for the field of information technology.
- II. The purpose of the ITPDC is to make recommendations to the State Personnel Board on specific requested personnel actions within the field of information technology, as detailed below.
- III. Composition of the ITPDC:
 - A. The Committee will consist of ten (10) members.
 - B. In order to have a quorum for a meeting of the Committee, at least five (5) members must be present.
 - C. The State Personnel Director, or an SPB staff member designated by the State Personnel Director, will be a permanent member of the ITPDC.
 - D. The ITS Executive Director, or an ITS staff member designated by the ITS Executive Director, will be a permanent member of the ITPDC.
 - E. The Chairmanship of the Committee will rotate on a fiscal year basis between the State Personnel Director or his/her designee and the ITS Executive Director or his/her designee. The State Personnel Director will serve as chair for the remainder of Fiscal Year 1998 and in odd-numbered fiscal years thereafter. The ITS Executive Director will serve as chair in even-numbered fiscal years after Fiscal Year 1999.
 - F. The other eight (8) Committee members will be appointed by the State Personnel Board from a list of nominees submitted by the ITS Executive Director, as follows:
 1. Two (2) additional staff members from ITS
 2. Three (3) Information Services Directors from state agencies with large information technology staffs (i.e. ten or more full-time positions for jobs in the information technology career model).
 3. Three (3) additional information technology professionals from other state agencies

- IV. Length of term:
 - A. Members are appointed for staggered six (6) year terms.
 - B. If an individual on the committee leaves state employment, changes agencies, or moves to a non-information technology job within the agency, a new member will be appointed to fill the remainder of that individual=s unexpired term.
- V. Scope of the Committee=s Review and Recommendations:
 - A. Review and make recommendations for requests related to the level of information technology positions required within a state agency to effectively perform its technology functions, such as reallocations and requested new positions.
 - B. Review and make recommendations concerning the appropriateness of educational requirements associated with the information technology job classifications.
- VI. Meeting Schedule:
 - A. The Committee=s regular meeting will be held on the first and third Tuesdays of each calendar month.
 - B. If there are no pending requests for the Committee=s consideration, the Committee will not meet.
 - C. Requests to be considered by the Committee should be submitted to the State Personnel Board two weeks prior to the Committee meeting.
 - D. An ad hoc meeting of the Committee can be called at any time at the request of the Chairperson of the Committee.